

**STATE OF LOUISIANA  
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS  
CORRECTIONS SERVICES**

**Policy :  
No. C.1.8**

**18 September 2003**

**FIELD OPERATIONS  
General  
Firearms and Weaponry Training**

1. **AUTHORITY:** Secretary of the Department of Public Safety and Corrections as contained in Chapter 9 of Title 36, La. R.S. 15:825.2 and 39:1800.4D(5) and C.Cr.P.Art.227.1.
2. **REFERENCES:** ACA Standard 4-4091 (Adult Correctional Institutions) and Department Regulation Nos. C-02-006 "Use of Force," C-02-006J "Use of Force - Juvenile Institutions," A-02-023 "Special Agents," and C-05-001 "Activity Reports/Unusual Occurrence Reports Operational Units," and C-05-001J "Activity Report/Unusual Occurrence Reports Operation Units - Juvenile."
3. **PURPOSE:** To establish a uniform policy regarding training and the safe and proper use of firearms and other weaponry.
4. **APPLICABILITY:** Assistant Secretaries, all Wardens, and the Director of Probation and Parole/Adult and Juvenile.
5. **DEFINITIONS:**
  - A. **Qualified Firearms Instructor:** An individual who has received certification by the National Rifle Association (NRA) or Peace Officers Standards and Training (P.O.S.T.) as appropriate to the training being conducted and the certification being issued.
  - B. **Specialized Security Position:** The following officers must qualify at a minimum of once every 12 months with their assigned weapon(s) on the Law Enforcement P.O.S.T. Handgun Qualification Course(s), the Corrections Rifle Qualification Course and/or the Corrections Shotgun Qualification Course:
    - 1) Tactical Team Officers;
    - 2) Chase Team Officers;
    - 3) Trip Officers;
    - 4) Other similar posts designated as a "Specialized Security Position" by each Warden; and
    - 5) Probation and Parole Officers - Adult and Juvenile.

- C. **Standard Security Position:** The following officers must qualify at a minimum of once every 12 months with their assigned weapon(s) on the Corrections Handgun Familiarization Course, the Corrections Rifle Familiarization Course and/or the Corrections Shotgun Familiarization Course:
  - 1) Tower Officers;
  - 2) Field Officers;
  - 3) Roving Patrol Officers;
  - 4) Front Gate Officers; and
  - 5) Other similar posts designated as a "Standard Security Position" by each Warden.
- D. All other correctional officers will undergo certification at a minimum of once every 12 months on the Corrections Handgun Familiarization Course, the Corrections Rifle Familiarization Course or the Corrections Shotgun Familiarization Course(s). No employee may be assigned a weapon under non-emergency or emergency circumstances unless he has a current qualification/ acceptable score for that weapon.
- E. Wardens, Deputy Wardens, Assistant Wardens and other employees who may utilize a weapon in the performance of their duties should qualify under the provisions of the section that most closely describes those duties.

**6. GENERAL PROCEDURES:**

- A. It is the Secretary's policy that all affected employees will receive firearms and weaponry training as outlined in this Regulation. All new cadets will undergo necessary initial firearms training at the appropriate hiring institution by a qualified firearms instructor. Each new cadet will undergo the Corrections Rifle Familiarization Course and the Corrections Shotgun Familiarization Course(s) and will be required to achieve a minimum acceptable score as part of new employee orientation and training.

Employees who do not meet the training requirements of this Regulation may be subject to involuntary separation.

Cadets who fail to meet the minimum acceptable score will receive additional training and will be required to achieve the minimum score. Cadets who fail to meet the minimum acceptable score of the Corrections Rifle Familiarization Course and the Corrections Shotgun Familiarization Course(s) will not attain permanent status.

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Note: At some institutions where incorporated in the institutional training plan, an acceptable score on the Corrections Handgun Familiarization Course may be required prior to attainment of permanent status.

(Exception: Employees at Louisiana Correctional Institute for Women and the juvenile institutions will not be required to undergo firearms training. However, any officer subsequently issued a firearm for the performance of their duties must be appropriately qualified in accordance with this regulation.)

- B. Procedures contained herein are minimum requirements.
- C. Personal weapons may not be utilized in the performance of departmental duties, except that the Probation and Parole Directors/Adult and Juvenile are authorized to allow utilization of personal weapons, (not modified from manufacturer's specifications), when a sufficient quantity of state owned handguns of appropriate caliber are not available to allow individual assignment to Probation and Parole Officers.
- D. By appendix to this Regulation, the Department establishes the types and caliber of weapons that may be utilized in the performance of official duties. Within that broad authority, each Warden has the discretion to make specific weapon assignments for each post or drop.
- E. The provisions of La. R.S. 15:825.2 regulate the issuance of Special Agent appointments. They are intended for employees whose duties may require them to carry a firearm off institutional grounds on a regular basis (such as Tactical and Chase Team officers.) (See Department Regulation No. A-02-023 "Special Agents.")
- F. At the private prisons, the contract provides that "Only those employees who have ... been certified by the Secretary of the Department shall be authorized to carry and use firearms." Therefore, Winn and Allen Correctional Centers should follow the procedures for Special Agent appointment for all staff who carry and use firearms. (See Department Regulation No. A-02-023 "Special Agents.")
- G. Firearms should be utilized only as a last resort and only as authorized herein.

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H. In the utilization of firearms, the following procedures shall be followed:

- 1) Verbal warning (if feasible) to cease actions;
- 2) Warning shot (if feasible) to ensure that the inmate is absolutely aware of the seriousness and probable consequence of his actions;

NOTE: The only exception to the provisions of Section 6. H.1) and 2) would be when the circumstances require immediate action to protect life or stop an escape in progress where a verbal warning or warning shot is not practical.

- 3) Shoot to disable (render inmate incapable of continuing with action prompting use of deadly force.)

I. A "Shooting Review Panel" appointed by the Secretary will review the circumstances surrounding each incident where firearms are discharged by Departmental staff and will make recommendations as necessary. The meetings will occur at least quarterly but may be on an incident by incident basis at the discretion of the Assistant Secretary.

J. Other reporting and follow-up action regarding use of firearms and use of force will be in accordance with Department Regulation No. C-02-006 "Use of Force," C-02-006J, "Use of Force - Juvenile Institutions," C-05-001 "Activity Reports/Unusual Occurrence Reports Operational Units," and C-05-001J "Activity Reports/Unusual Occurrence Reports Operational Units - Juvenile."

K. Less-than-lethal munitions and devices are low-lethality weapons which allow a wide range of options which can be used within the use of force continuum. Less-than-lethal munitions and devices should be used as an alternative to deadly force when possible under prevailing circumstances. All Correctional Security Officers authorized to utilize less-than-lethal munitions and devices will be trained in their use according to the manufacturer's guidelines. Training will include instructions on when to use non-lethal weaponry, the type of non-lethal weaponry to select, and how to properly use and dispense less-than-lethal munitions and devices. Training will also include safety gear, including eye and ear protections. Training will be conducted on an annual basis or as needed whenever new equipment is added to the approved list.

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- L. Each institution shall have an adequate number of trained staff qualified in the use of less-than-lethal force and shall maintain an inventory of selected less-than-lethal munition and devices. Such inventory shall contain certain mandated less-than-lethal munitions and devices and may contain others at the Warden's discretion, (see attached Weapons List.)
- M. Firearms safety and vigilance is a critical aspect of an officer's duties. As firearms safety is paramount, any officer failing to adhere to all firearm safety rules may be removed from the firing range and subject to disciplinary action.
- N. Prior to each firearms class, an appropriate reminder shall be made of Probation and Parole Officer David Seymour who lost his life in the line of duty during a training exercise and each institutional firing range shall have a memorial for Officer Seymour to remind officers of the importance of firearms safety.

**7. PROCEDURES FOR FIREARMS:**

- A. The course outline for all firearms orientation and training shall include:

- 1) Review of Use Of Force Policy and Legal Mandates;
- 2) Range terminology;
- 3) Firearms Safety - General;  
Firearms Safety for each weapon utilizing inert weapon
- 4) Firearms Nomenclature;
- 5) Firing Position;
- 6) Proper Grip and Stance;
- 7) Fundamentals of Marksmanship:
  - a. Trigger Control;
  - b. Sight Alignment;
  - c. Sight Picture;
  - d. Breathing Control;
- 8) Range Rules and Regulations;
- 9) Targets (Type);
- 10) Load - Unload - Reload;
- 11) Dry Firing:
  - a. Follow Through;
  - b. Concentration;
- 12) Range Firing - Procedures;
- 13) Weapon Retention; and
- 14) Scoring - In Accordance with the Particular Weapon as Specified Herein.

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### B. Specialized Security Position

- 1) **Handgun:** The Law Enforcement P.O.S.T. Handgun Qualification Course must be conducted by a certified Law Enforcement P.O.S.T. instructor or DPS&C P.O.S.T. instructor.

**Stage One    \*25 yards    \*\*6 rounds standing, barricade, strong hand  
6 rounds kneeling, barricade, strong hand  
6 rounds standing, barricade, strong hand  
or off-hand, off side (90 seconds)**

**\*NOTE: Movement to barricade required, maximum distance 5 yards**

**\*\*NOTE: With verbal commands**

**Stage Two    7 yards    6 rounds kneeling (10 seconds)**  
**\*12 rounds standing (25 seconds)**  
**6 rounds off-hand only (8 seconds)**

**\*NOTE: Mandatory reloading for all weapons after first six rounds**

**Stage Three 4 yards**      **3 rounds, one or two hands (3 seconds)**  
**instinct shooting position from holster;**  
**3 rounds, one or two hands (3 seconds)**  
**instinct shooting position from ready-gun**  
**position;**  
**String II: Repeat I**

**Stage Four    2 yards       \*2 rounds, one or two hands (2 seconds)  
close quarter shooting position from holster  
Repeat Twice**

**\*NOTE: Movement to rear required - one step**

**Target:** Possible points: 120  
Qualification: 96 = 80%  
Scoring: Inside ring - 2 points  
Outside ring - 1 point

**\*NOTE: P.O.S.T. Course is fired using a "HOT LINE"**

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- 2) **Rifle:** The Corrections Rifle Qualification Course consists of the institutional rifle and 30 rounds of institutional ammunition (using a B-27 target-3 targets per student.)

**Stage One** 7 yards - 3 rounds in one magazine  
3 targets - instinct shooting  
10 seconds

**Stage Two** 25 yards - 9 rounds in one magazine  
Center target - standing, no support  
45 seconds

**Stage Three** 25 yards - 6 rounds in one magazine  
Center target - kneeling, no support  
20 seconds

**Stage Four** 50 yards - 4 rounds in each of 3 magazines - 3 targets  
4 rounds standing, no support  
4 rounds kneeling, no support  
4 rounds prone, no support  
90 seconds

All stages must start from the half-load configuration (safety on, bolt forward on an empty chamber, and loaded magazine inserted.)

Scoring in accordance to ring value on B-27 target.

Minimum Qualification Score - 210 points (70%)

Maximum Score - 300 points (100%)

90 rounds may be fired - 30 rounds practice, 30 rounds for first qualification attempt, and 30 rounds for refire if needed (if refire is needed, the two scores will be averaged.) Qualification on this course is required for assignment as defined in Section 5.B.

- 3) **Shotgun:** The Corrections Shotgun Qualification Course consists of the institutional shotgun and 20 rounds of 12 gauge 00 buckshot (using a B-27 target-3 targets per student.)

**Stage One** 40 yards - 3 rounds in magazine  
1 round per target - kneeling, no support  
30 seconds

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- Stage Two**    40 yards - 5 rounds - hot line  
                  2 rounds in each outside target and one round in center target -  
                  standing, no support  
                  30 seconds
- Stage Three** 25 yards - 3 rounds in magazine  
                  1 round per target - kneeling, no support  
                  10 seconds
- Stage Four**    25 yards - 5 rounds - hot line  
                  2 rounds in each outside target and 1 round in center target -  
                  standing, no support  
                  30 seconds
- Stage Five**    15 yards - 2 rounds - hot line  
                  1 round in each outside target - hip shooting  
                  7 seconds
- Stage Six**     7 yards - 2 rounds in magazine  
                  2 rounds in center target - hip shooting  
                  5 seconds

All stages must start with shotgun in the half-load configuration (safety on, slide action closed on empty chamber, and magazine loaded.)

Scoring is one point per pellet in the black on B-27 target.

Minimum Qualification Score - 100 points (56%)  
Maximum Score - 180 points (100%)

60 rounds may be fired - 20 rounds practice, 20 rounds for first qualification attempt, 20 rounds for refire if needed (if refire is needed, the two scores will be averaged.) Qualification on this course is required for assignment as defined in Section 5.B.

**C. Standard Security Position**

- 1) **Handgun:** The Corrections Handgun Familiarization Course consists of the institutional pistol with 30 rounds of .38 caliber wadcutter ammunition or 9mm state issue ammunition (using a B-27 target-1 per student.) If a 9mm pistol is used, it is mandatory to reload every 6 rounds.

Stage One 25 yards  
6 rounds standing - strong hand, barricade

Stage Two 25 yards  
6 rounds kneeling - strong hand barricade

Stage Three 15 yards  
6 rounds standing - two handed

Stage Four 7 yards  
6 rounds standing - two handed

Stage Five 3 yards  
6 rounds - strong hand only, hip shooting

Scoring is on a hit or miss basis, with no time limit on B-27 target.

Minimum Acceptable Score - 21 hits (70%)  
Maximum Score - 30 hits (100%)

Qualification on this course is required for assignment as defined in Section 5.C.

- 2) **Rifle:** The Corrections Rifle Familiarization Course consists of the institutional rifle with ten rounds of ammunition (using a B-27 target-2 per student.)

Stage One 50 yards  
4 rounds (2 per target) standing - no support

Stage Two 25 yards  
6 rounds (3 per target) standing - no support

All stages must start from the half-load configuration (safety on, bolt forward on an empty chamber, and loaded magazine inserted.)

Scoring is in accordance to ring value on B-27 target.

**Minimum Acceptable Score - 70 points - ring value (70%)**  
**Maximum Score - 100 points - ring value (100%)**

**Qualification on this course is required for assignment as defined in Section 5.C.**

- 3) Shotgun: The Corrections Shotgun Familiarization Course consists of the institutional shotgun and five rounds of 12 gauge double 00 buckshot (using a B-27 target-3 per student.)**

**Stage One 25 yards**  
**3 rounds (1 per target) standing - no support**

**Stage Two 40 yards**  
**2 rounds (center target) standing - no support**

**All stages must start with shotgun in the half-load configuration (safety on, slide action closed on empty chamber, and magazine loaded.)**

**Scoring is one point per pellet in the black, with no time limit on B-27 target.**

**Minimum Acceptable Score - 20 points (44%)**  
**Maximum Score - 45 points (100%)**

**Qualification on this course is required for assignment as defined in Section 5.C.**



**Richard L. Stalder**  
**Secretary**

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**Attachment: Weapons List**

**This Regulation supersedes Department Regulation No. C-01-008 dated 20 June 2000 and Weapons List dated 31 October 2002.**